

# GRO Guidelines: Creating “Project” records for multi-component entries

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## Background

Project records are an effective way of grouping related GRO items together into one umbrella record.

Here are two examples of project records on GRO:

[Bulley, James](http://research.gold.ac.uk/19942/). 2016-2018 '*Still Point*' by Daphne Oram. <http://research.gold.ac.uk/19942/>

[Furse, Anna F. D.](http://research.gold.ac.uk/24573/). November 2016 - January 2019 *The Theatre of Our Bodies*. <http://research.gold.ac.uk/24573/>

Before starting to create your project record, it is important ensure that all the GRO records that you want to group together have been created and are live on GRO.

It may be useful to have two tabs open in your browser when creating your record:

- On one tab have your “Manage deposits” area open. This is where you will create your record.
- In the other tab bring up the full list of your publications on GRO. This will make it easier to copy and paste the URLs of your GRO records into the project record.

To bring up the full list of your publications on GRO, select “Browse” on the drop down menu on the right hand side of GRO. Then select “Goldsmiths Authors” and click on the name of the relevant author on the A-Z list.

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## Guidelines

1. In your “Manage Deposits” click on “**New item**”.

2. Select **"Project"** as the "Item Type"

3. In the "Upload" section, add any relevant files that you want to upload that are associated with the project. These can be text files and images.

4. In the "Citation" section, fill in the basic bibliographic details. These are the fields marked with a red star. The five compulsory fields are:

- **Title.** This is the overall title of the project
- **Creators.** Enter your name, your campus username followed by @ gold.ac.uk and select "Yes" or "No" on the drop down menu under "Shown on staff website?"
- **Project Details.** Select "Shown/Broadcast/Performed"
- **Date.** Enter the date the project was first shown/broadcast/published/completed. In the "Date Type" field select "First Shown / First Broadcast"
- **Contact Email Address**

5. Although not mandatory, it is very useful to complete extra fields as a way of providing relevant contextual information about the project.

- **Abstract or Description.** We recommend completing this field for all project records. Enter information about the project and any relevant contextualisation
- **Contributors.** List the names of any important collaborators on the project that you wish to acknowledge.
- **Date range.** Start and end dates of the project.
- **Official URL.** Enter the URL of the official webpage of the project or any relevant URLs related to the project.

6. The **"Related items in GRO"** field is the field that enables the link between the main project record and related items in GRO to be made:

Enter the title and URLs of the GRO records that form the Project into the **"Related items in GRO"** field.

- Copy the title of the relevant GRO record and paste it into the "Type" field

The screenshot shows a form titled "Related items in GRO:". It contains a table with two columns: "Type" and an unlabeled column for item titles. The table has three rows. The first row contains the number "1." and the text "Using Phenomenology in Contemporary Arts-based Research and Pedagog". The second row contains the number "2." and the text "Starting from below: Phenomenological Interventions in Art History and Vi". The third row contains the number "3." and an empty input field. Below the table is a dark button labeled "More input rows".

- Copy the URL of the relevant GRO record and paste it into the "URL" field

**URL**

http://research.gold.ac.uk/25496/	▼
http://research.gold.ac.uk/25495/	▼ ^
	▼ ^

Repeat this for all of the GRO records that you want to group together into the project.

	Type	URL	
Related items in GRO:	1. Using Phenomenology in Contemporary Arts-based Research and Pedagog	http://research.gold.ac.uk/25496/	▼
	2. Starting from below: Phenomenological Interventions in Art History and Vi	http://research.gold.ac.uk/25495/	▼ ^
	3. How to Turn Around Trouble: Merleau-Pontean Institution, Aesthetics and	http://research.gold.ac.uk/25498/	▼ ^
	<b>More input rows</b>		

**Note:**

- The process of cutting and pasting titles and URLs will be a lot quicker if you have the full list of your GRO publications open on a separate tab.
- You can change the order of the related items in GRO by clicking on the arrows at the side of the URL field.

7. When all of the records have been entered onto GRO and all other details are in place, click on "**Deposit**", then accept the terms and conditions by clicking "**Deposit item now**". A **green banner** then appears that says "Item has been deposited."

The record will then be checked by the GRO team who will review your record and make it live.

For further assistance please email [gro@gold.ac.uk](mailto:gro@gold.ac.uk) or phone 020 7919 7166.